

This is a collection of Banner forms graduate coordinators may need access to in order to perform academic and assistantship support functions. The colors in the left column denote how to request access – see legend on the second page.

Banner Form	Form Name	Purpose
GOAEMAL	Email Address	Look up student's email address
NOAEPAF	Electronic Personnel Action	Enter assistantship appointments
SAAADMS	Admissions Application	Review a student's admission application status.
SFAREGQ	Registration Query	Review a student's course registration for a particular term
SFASLST	Class Roster	Review enrollment in a particular course by term based on CRN
SGAADVR	Advisor Assignment by Student	Enter a student's ID and term to view and/or assign the advisor (Chair) for the student.
SOADDRQ	Address Summary	Review list of all addresses associate with a student record by address type (alternative to SPAIDEN)
SOAIDEN	Person Search	
SOAIDNS	Person Search Detail	
SOAPCOL	Prior College	Review list of previous colleges attended by a student
SOAPCOQ	Prior College Summary	Summary list of previous colleges attended by a student
SOATEST	Test Score Information	Look up test scores associated with admission application
SPAIDEN	Identification Form	Review student name, address, email and phone
SPAIDEN	General Person Identification	
SPAPERS	General Person Information	Review legal sex, date of birth, citizenship status and ethnicity of a student
SPATELE	General Person Telephone	Review phone numbers on record for a student
SZAADVR	Student assignment by advisor	Enter an advisor's ID number to see students for whom they serve as chair (or co-chair).
SZAGAPR	Approval form for Graduate Plan of Study	Approve submitted plan of study at the Ready for Department Level Signature (RS) stage
SZAGCHL	Graduate Checklist Form	
SZAGPLM	Prelim exams for Graduate Plan of Study	View scheduled and taken preliminary and final examinations
SZAGPLN	Graduate Plan of Study	Create a plan of study by entering degree and major, and thesis or non-thesis plan (all PhD plans are thesis plans). If a student already has a POS in the system for a different degree or program, insert a new record to create a new plan of study.
SZAGPLQ	Plan of Study Query	Review an entered plan of study.
SZAGREV	Graduate Plan of Study Review form	Review listing of plans of study in Original Entry (OE) status for your department.
SZAGTHE	Thesis or Dissertation Title	Review thesis or dissertation title on file for a student. This title populates on the student's transcript once the degree has been awarded.

SZAHOLD	Hold information form	View and/or enter hold on student record to prohibit certain actions, such as registration, or indicate alert. Hold access is granted by the Registrar's Office, which also advises on appropriate hold type.
SZIMAJR	Major/Concentration Inquiry Form	
SZISTDN	General Student Inquiry Form	Review a student's enrollment status, degree level and major, and residence for tuition purposes.
SYRB407	Department Report of No Plan of Study	
SYRB601	Graduate School No Action Report	
SYRB620	Graduate Student Prelim Report	
SYRB660	List of Enrolled Graduate Students	Run a list of graduate students enrolled in a particular term, major, and campus. Using the % wildcard for the term (e.g. 20220%) includes the spring, summer and fall terms in 2022.
SYRB665	Extract Mailing Labels for Graduate Students	
SYRB672	Awarded (or Pending) Graduate Degrees	Run a report of all students who were awarded a degree in a program for a term, or who are pending (planning to graduate). Use A% for awarded and P% for pending.
TSAAREV	Account Detail Review - Student	Review charges, payments and account balance for students to verify tuition charges and tuition remission credits for GAs, GTAs and GRAs
TSADETL	Student Account Detail	Review transaction details for student account charges and payments to verify which department paid tuition remission for a student.
TZATRAF	Tuition Remission Funding	Fund tuition remission awards entered by the department
TZATRAW	Tuition Remission Award	Enter tuition remission awards by organization, term and contract number for eligible students
TZIAREV	Student Account Detail Review	Review a list of charges and payments (similar to TSAAREV in a different format)
TZRTRAF	Tuition Remission Funding Report	Provides amount funded information by fund for the specified organization and date range
TZRTRAW	Tuition Remission Award Report	Provides information by student and contract for the specified organization and term
TZRTRFR	Tuition Remission vs Payroll Funding Review/Reconciliation	Reconcile payroll funding percentages to tuition funding percentages

Request access through the Registrar's Office: <https://www.registrar.vt.edu/forms-multi-brief.html>

Secure access through the Graduate School: <https://it.graduateschool.vt.edu/access>

Secure access by completing the Banner Finance System Access Request Form at <https://www.controller.vt.edu/forms.html> under the General Accounting tab.

Request Banner HR enterer or approver access: <https://sites.google.com/vt.edu/hrbanner>